

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Skill Development Fund – Andhra Pradesh – Rules on functions, terms & conditions etc., on establishment of Skill Development Fund (SDF) - Orders- Issued.

PANCHAYAT RAJ AND RURAL DEVELOPMENT (RD.I) DEPARTMENT

G.O.Ms.No. 80

Dated:19.03.2012

Read the following:

1. G.O.Ms.No. 253, PR & RD (RD.I) Department, dated 17.08.2011
2. G.O.Ms.No. 404, PR & RD (RD.I) Department, dated 26.12.2011

ORDER:

In the reference 1st read above, Government have decided that the employment generation program shall be taken-up on a **Mission Mode** to provide at least **15 lakh jobs** for the unemployed youth and the students coming out of the educational institutions **before 2014**. The programme is named as “**RAJIV YUVA KIRANALU**”.

2. In furtherance of the above, Government have constituted the ‘**Rajiv Education & Employment Council of AP (REECAP)**’ under the Chairmanship of the Hon’ble Chief Minister to give policy direction to the ‘**Rajiv Education and Employment Mission in AP (REEMAP)**’ to implement the **Rajiv Yuva Kiranalu** programme under the direction of REECAP. The objectives, structure and functioning of the REECAP are:

Objectives:

- (i) To realize the potential of placing at least **15 lakh youth in productive employment by 2014**.
- (ii) To **co-ordinate public / private sector initiatives** in the framework of collaborative action; and to prepare sectoral Joint Action Plans (JAPs) with the private sector covering all high employment potential sectors.
- (iii) To **re-orient the curriculum in the higher / technical /professional education** in tune with the industry requirements and provide campus placements to all students.
- (iv) To **supervise** the work of the sub-missions constituted for the purpose by setting targets, finalizing strategy, and monitoring the implementation; and to finalize the **budgetary allocations** for each Sub-Mission and to monitor the utilization of the same.

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- (v) To set uniform **quality standards**, establish **processes**, broad base the **best practices**, create and maintain a **database** of the youth, to **monitor** the skill up gradation programs, and ensure **placements** after training.
- (vi) To **finalize a single-window structure** at the District and sub-district levels for the above purposes by integrating and restructuring the existing departmental structures already in place.
- (vii) To **coordinate** with the **National Skill Development Corporation**, and other Ministries funding skill development initiatives and to prepare project proposals for getting maximum support from them.

3. In furtherance of the above objectives, Government have issued orders in the reference 2nd read above, for creating Skill Development Fund at State level for the purpose of receiving funds from Government of Andhra Pradesh every year in two installments and to make appropriate releases after assessing the requirements of the Sub - Missions to be utilized for Training and Placement activities.

4. In the reference 1st read above, it is also ordered therein that the administrative cost of the REECAP and REEMAP shall be initially met by the Rural Development Department and LET & F Departments on a 50:50 sharing basis till specific budgetary allocation is provided by the Government.

5. In order to have accountability for the funds received / released from Government of India / Government of Andhra Pradesh for the programme and subsequent allocation of funds to Sub-Mission Departments for implementation of Rajiv Yuva Kiranalu programme, it is considered necessary to establish a regulatory body viz., the Skill Development Fund.

6. After careful consideration the Government of Andhra Pradesh hereby makes the following rules to establish "Skill Development Fund" with regard to functions, management and terms and conditions etc., of Skill Development Fund.

RULES

1. Short title and Commencement

- (1) These rules may be called the Andhra Pradesh Skill Development Fund Rules, 2012.
- (2) These rules shall come into force with immediate effect.

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2. Definition :

- (i) 'REECAP' means Rajiv Education & Employment Council of Andhra Pradesh.
- (ii) 'REEMAP' means Rajiv Education and Employment Mission in Andhra Pradesh.
- (iii) 'Fund' means Skill Development Fund.
- (iv) 'Secretary' means Secretary of the Management Committee of the Fund.
- (v) 'RYK' means Rajiv Yuva Kiranalu.

3. Establishment of Skill Development Fund:

- (1) There shall be established a fund to be called Skill Development Fund;
- (2) The fund shall be credited with:
 - (a) Money received from the Government of India for skill building and placement program.
 - (b) Andhra Pradesh Government's contribution (including Matching State Share) for skill building and placement program.
 - (c) Contribution from Statutory bodies credited under the Act of Parliament or of the State Legislature, United Nations and its associated bodies etc., provided that there are no conditions attached to such contributions.
 - (d) Miscellaneous Receipts viz., Interest accrued etc.
- (3) Savings Bank Account shall be opened with SBI/ SBH at State level in the designation of the Head of the Department and the account shall be operated with joint signatures.

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4. Constitution of Management Committee:

For the Management and administration of the Fund and to strengthen the present fund system, Management committee consisting of the following official on such terms and condition as it deems fit is constituted:-

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|-------------------------------------|---|--------------------------------|
| Principal Secretary to Government, | : | Chairman & |
| Rural Development, PR & RD Dept., | : | Ex. Officio Member |
| (i) Mission Director , REEMAP | : | Secretary & Ex. Officio Member |
| (ii) Secretary, Finance / nominee | : | Member |
| (iii) Sub-Mission Heads on rotation | : | Member |
- basis – one at a time (to be nominated by Chairman of the Committee)

5. SKILL DEVELOPMENT FUND (SDF):

SDF shall be used for the following:-

- (1) Funding Sub-Missions partly / fully for implementing training and placement programs.
- (2) REEMAP's own initiatives towards establishing and operating training and placement facilities on pilot basis so as to facilitate replication and scaling up.
- (3) Developing I.T based systems for implementation and monitoring.
- (4) Establishing and operating quality control systems including third party quality assessments.
- (5) Developing, establishing and operating post placements tracking systems.
- (6) Taking up Studies / Consultancies to further objectives/responsibilities of RYK
- (7) Conducting trainings, workshops and awareness programs.
- (8) Any other purpose aligned to Rajiv Yuva Kiranalu program with prior permission of REEMAP.

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6. Functions of Management Committee:

The functions of the Management Committee are:-

- (1) The committee shall meet at least once in every 2 months or as frequently as necessary.
- (2) It shall scrutinize and approve the training/program budgets of the mission including the Sub-Missions at the beginning of each Financial year.
- (3) Review the overall performance of Mission in the State and make recommendations to the Government as it deems fit.
- (4) Manage funds flow in such a way that all the expenditure are met as per the budget.
- (5) Review of program implementation reports and utilization certificates received from the Sub-Missions and other constituents in respect of funds previously released.
- (6) Review the fund flow of the Skill Development Fund and deployment of surplus fund.
- (7) To nominate joint signatory authorities to operate the Skill Development Fund.
- (8) To review expenditure incurred subject to the guidelines laid down in the order and as issued by Government from time to time.
- (9) Appoint Auditor to audit the accounts of the Skill Development Fund.

7. Duties and responsibilities of the Secretary:

The Secretary shall have the following duties and responsibilities:-

- (1) Convene meetings of the Management Committee.
- (2) To furnish all reports, returns and other necessary documents required to be furnished to the Central/ State Government.
- (3) To administer the Fund.
- (4) To keep account of all the financial transactions of the Skill Development.

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- (5) To prepare annual accounts of the Fund and get them audited by Chartered Accountant.
- (6) Shall liaise the Government and other Department to achieve the objective of the Fund.
- (7) Secretary is the person to sue or to be sued on behalf of the Management Committee.
- (8) To conduct review meetings with the Sub-Mission Heads and with District level RYK committees on the physical and financial performance of the Mission.
- (9) Ensure pre audit before the release of funds to the Sub-Missions and other recipients.
- (10) Ensure monthly reconciliation of the Skill Development Fund account.

8. Maintenance and Operation of Bank Account:

- (1) The Management Committee shall open a savings Bank account with State Bank of India or State Bank of Hyderabad as may be approved by the Management Committee.
- (2) Saving Bank account thus opened in the name of the Secretary of SDF shall be operated with joint signature as authorized by the Management Committee.
- (3) All the money received by the fund shall as soon as possible be deposited into the said savings bank account and shall not be utilized for any purpose, other than the purpose for which the fund is credited.
- (4) No payment shall be made out of the Fund unless the expenditure is covered by the sanctioned budget and authorized by the Management Committee.
- (5) Monthly bank reconciliation of the Skill Development fund account shall be done.
- (6) Maintenance of cash book and component wise ledgers.

9. Transfer of Funds to Sub-Mission for implementation of Rajiv Yuva Kiranalu:

- (1) Funds may be released towards 1st installment from the savings bank account to the Sub – Missions and other constituents as per the authorized budget requirement of funds projected based on progress and utilization of funds already released.

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- (2) Pre audit shall be done before the release of 2nd and subsequent installments.
- (3) Releases shall be made on line duly approved by the Secretary.
- (4) Releases shall be made based on proposed work turn-out in terms of number of trainings, placements etc., Adhoc/consolidated releases shall not be done.
- (5) Releases shall be regulated taking into consideration the spill over amounts, interest accrued and other available Funds.

10. Accounts and Audit :

- (1) Standard accounting procedures shall be followed in respect of maintenance of Skill Development Fund and necessary Registers such as cash book, ledgers etc., shall be opened.
- (2) Annual accounts shall be prepared in the prescribed formats and audited by the Chartered Accountants.
- (3) These accounts shall be subjected to a second audit by the C & AG.

11. SDF website

As a part of RYK portal <http://ryk.cgg.gov.in> Skill Development Fund information viz., fund flow, Government, Orders, instructions and analytical reports etc., shall be maintained as an exclusive link.

7. Government shall permit the Mission Director, Rajiv Education & Employment Mission in A.P., [REEMAP], Hyderabad to enable operation of the Skill Development Fund by the Department by opening a saving bank account as approved by the Management Committee in relaxation of Treasure Rule 9.

8. This order is issued with the concurrence of Finance [Expr.PR&RD] Department vide their U.O.No.00159/12/12, Expr. PR&RD, dt.03.02.2012.

9. A copy of this order is available on the Internet and can be accessed at the address: <http://www.rd.ap.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

R.SUBRAHMANYAM
PRINCIPAL SECRETARY TO GOVERNMENT (RD)

To
The Mission Director, REEMAP, Rear Block, 4th Floor,
HMWS&SB Building, Khairathabad, Hyderabad.

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The Chief Executive Director, SERP, Hyderabad.
The Commissioner, PR&RE, Hyderabad.
The Commissioner, Employment & Training, Hyderabad.
The Commissioner, Technical Education Department. Hyderabad
The Director, Disabled Welfare Department. Hyderabad.
The Commissioner, Minorities Welfare Department. Hyderabad.
The Mission Director, MEPMA. Hyderabad.
The Chief Executive Officer, EGMM, Hyderabad.

Copy to:

The PR&RD [Expr. PR&RD] Department.
The Law [A] Department.
The Spl.Secy., to C.M.
The P.S. to M [IKP]
The P.S. to Prl., Secy., to [RD]
Sc/Sf.

//FORWARDED :: BY ORDER//

SECTION OFFICER